

**TOWN OF ST. LEO**  
**REGULAR COMMISSION MEETING**  
**May 14, 2012**  
**7:00 PM**

**INVOCATION AND**

**PLEDGE OF ALLEGIANCE** - Mayor Hamilton

**ROLL CALL** Donna DeWitt, O.S.B. – Mayor ProTem  
Richard Christmas – Commissioner  
William Hamilton – Mayor  
Jack Gardner - Commissioner  
Robert Courtney - Commissioner

**STAFF** Joan Miller – Town Clerk  
Andrea Calvert – Assistant to the Clerk  
Patty Petruff, Esquire - Town Attorney

**GUEST** Deputy Ed Day

**MINUTES**

**MOTION: TO APPROVE THE MINUTES OF APRIL 09, 2012.**

**MOTION BY:** Commissioner Christmas

**SECOND:** Commissioner Gardner

Discussion.

**VOTE:** Unanimous for approval – Adopted 5/0

**EXPENSES AND BUDGET REVIEW**

**MOTION: TO ACCEPT FINANCIAL REPORT DATED MAY 14, 2012.**

**MOTION BY:** Commissioner Christmas

**SECOND:** Commissioner Gardner

Discussion.

**VOTE:** Unanimous for approval – Adopted 5/0

**MAYOR'S REPORT –**

Reorganization of Town Commission

Mayor Hamilton requested nominations for Mayor.

**MAYOR**

**MOTION: TO NOMINATE WILLIAM HAMILTON AS MAYOR  
FOR A TERM OF ONE YEAR.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner DeWitt

Mayor Hamilton asked if there were any other nominations.  
No further nominations were made.

**MOTION: TO CLOSE THE NOMINATIONS FOR MAYOR.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner DeWitt

Discussion.

**VOTE:** Unanimous for approval, Adopted 5/0

Motion on the floor.

**MOTION: TO APPROVE THE NOMINATION AND APPOINTMENT OF WILLIAM HAMILTON AS MAYOR FOR A TERM OF ONE YEAR.**

Discussion.

**VOTE:** Unanimous for approval, Adopted 5/0

**MAYOR PRO TEM**

Mayor Hamilton requested nominations for Mayor Pro Tem.

**MOTION: TO NOMINATE DONNA DEWITT, O.S.B., AS MAYOR PRO TEM FOR A PERIOD OF ONE YEAR.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner Gardner

Mayor Hamilton asked if there were any other nominations. No further nominations were made.

**MOTION: TO CLOSE THE NOMINATIONS FOR MAYOR PRO TEM.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner Gardner

**VOTE:** Unanimous for approval, Adopted 5/0

Motion on the floor.

**MOTION: TO APPROVE THE NOMINATION AND APPOINTMENT OF DONNA DEWITT AS MAYOR PROTEM FOR A TERM OF ONE YEAR.**

Discussion.

**VOTE:** Unanimous for approval, Adopted 5/0

**ATTORNEY, CLERK AND PLANNER**

Mayor Hamilton recommended the reappointment of the Town Clerk, Joan Miller.

**MOTION: TO APPROVE THE REAPPOINTMENT OF TOWN CLERK, JOAN MILLER, FOR A PERIOD OF ONE YEAR.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner Gardner

Discussion.

**VOTE:** Unanimous for approval, Adopted 5/0

Mayor Hamilton recommended the appointment of the Town Attorney, Patricia Petruff, of Dye, Dietrich, Petruff & St. Paul, P.L.

The commission discussed and accepted the new agreement for appointment of the attorney.

**MOTION TO APPROVE THE APPOINTMENT OF TOWN ATTORNEY, PATRICIA PETRUFF OF DYE, DEITRICH, PETRUFF & ST. PAUL, P.L. FOR A PERIOD OF ONE YEAR.**

**MOTION BY:** Commissioner Courtney

**SECOND BY:** Commissioner DeWitt

Discussion.

**VOTE:** Unanimous for approval, Adopted 5/0

Mayor Hamilton recommended the reappointment of the Town Planner, Jan Norsoph, of Engelhardt, Hammer and Associates.

The commission discussed and accepted the new agreement for appointment of the planner.

**MOTION: TO APPROVE THE REAPPOINTMENT OF TOWN PLANNER, JAN NORSOPH OF ENGELHARDT, HAMMER AND ASSOCIATES FOR A PERIOD OF ONE YEAR.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner Gardner

Discussion.

**VOTE:** Unanimous for approval, Adopted 5/0

**Swearing In of Elected Municipal Officials**

Clerk Miller gave the oath of office to Donna DeWitt, Richard Christmas and Jack Gardner.

**Proclamation 12-03 Civility Pledge**

Mayor Hamilton announced the Civility Pledge Proclamation. An executed copy will be sent to The Florida Bar, Tallahassee, Florida.

**COMMISSION'S REPORT**

Commissioner Courtney read an article from a North Carolina newspaper describing how that state is attempting to rid themselves of numerous feral hogs. He also updated the commission regarding continuing local wild hog issues.

Commissioner DeWitt will not attend the June meeting.



**PLANNER'S REPORT**

Clerk Miller provided information regarding Saint Leo University's has applied for a Fence Variance Application. A public hearing will be scheduled for the June meeting.

**ATTORNEY'S REPORT**

Attorney Petruff reported on the status of the Interlocal Agreement for Distribution of Proceeds from the 2015 Local Infrastructure Surtax and the Town of St. Leo Resolution Identifying Projects to be Funded by the Surtax. The Interlocal Agreement and Town Resolution will be read at the June meeting. Attorney Petruff asked that the commissioners consider specific projects that the proceeds could be used for. This information is required in the Town Resolution.

Petruff also stated that after researching the access road paralleling SR 52, at the Monastery, Abbey and University; it would appear that the town has no jurisdiction over that road. A question was made about access to the U.S. Post Office at it's location on Abbey property near Saint Leo University. It was said that over the years the post office has moved from the Mc Donald Center to the I.T. building, and then to the present trailer on Abbey land.

**CLERK'S REPORT**

The United States flag will be flown at half mast on May 15<sup>th</sup>, in recognition of Peace Officers Memorial Day in honor of all federal, state, and local officers killed or disabled in the line of duty.

Clerk Miller and Assistant Calvert will not attend the June Town meeting. Janet Kato or Attorney Petruff will run the recorder during the meeting.

Doug Torres from A Cup of Organics contacted the office to let the Town know that he is still interested in opening a coffee shop on property owned by Faye McKean. A new approach to financing the project is underway.

A budget workshop will be held at 6 p.m. prior to the July 9<sup>th</sup> commission meeting.

Mr. Cabot is beginning the process to divide his property and to build another house on it.

Lake Jovita Farmers Market has a new manager who has purchased the business from Jerry Morphew.

OLD BUSINESS

**Town Vehicle** A deadlock at the last meeting prevented the purchase of a Honda Pilot. The majority of the commissioners preferred that a used vehicle be purchased over a new one. The mileage should be low and not more than \$10,000 should be spent. The option of renting a vehicle when needed was discussed. Commissioner Courtney suggested that a committee be created to find an appropriate vehicle. The Clerk was directed to research the cost of renting vehicles. The vehicle agenda item will be revisited at the June meeting. Any additional used vehicles to be considered will be discussed at that time.

NEW BUSINESS

**Law Enforcement**

Deputy Day said that Captain Joe Frontz has retired and that Captain John Corbin will be taking his position.

Day reported that Saint Leo University will be having an “active shooter threat drill” on campus, 9 a.m. on May 16<sup>th</sup>. The exercise is only a drill and is intended to gauge the University’s ability to coordinate the emergency response system with local law enforcement and rescue agencies.

Day continues to pick up snipe signs placed in the right-of-way of streets within the town.

**Building Inspector**

Mayor Hamilton reported that he spoke to Calvin Switzer, building Inspector for the City of Zephyrhills. Aside from working in Zephyrhills, Mr. Switzer has his own building inspection company and may be interested in replacing Dade City Building Department for the building permitting needs of the Town. It could be possible to hire our own Building Official, as we have had in the past. The Mayor suggested that the Town entertain the possibility of hiring our own Building Inspector as this may be a way to increase revenue and provide a smoother permitting process for the Town. The commission was in favor of listening to Mr. Switzer at a future meeting to discuss this option with the Town. The mayor will pursue this option. Attorney Petruff suggested that if the commission decides to hire our own Building Official after speaking to this person, the position may have to be put out to bid.

**Copier Bids** Our present contract with Ricoh expires at the end of this year. Bid proposals from Ricoh and DocuPro were presented to the commission tonight.

**MOTION: FOR THE MAYOR TO DIRECT THE TOWN CLERK TO NEGOTIATE A CONTRACT AGREEMENT WITH DOCUPRO FOR MAINTENANCE AND A COPIER WITH A 39 MONTH LEASE.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner Gardner

**Discussion.**

**VOTE:** Unanimous for approval, Adopted 5/0

**Sanitation Agreement**

The current sanitation contract was discussed. An increase of at least 3.1% (\$570.00/yr) will occur in January. The annual contract includes an addendum for the totor lease program buyout which expires in January 2014. If we break the buyout lease option early, it will cost the Town \$3,024 (\$24 per customer). The commission decided to wait until next year June/July to request bid proposals.

**ADJOURNMENT**

**MOTION: TO ADJOURN MEETING AT 8:55 P.M.**

**MOTION BY:** Commissioner Christmas

**SECOND BY:** Commissioner Gardner

**VOTE:** Unanimous for approval - Adopted 5/0

Respectfully,  
Joan Miller, M.M.C.